

RECRUITMENT RULES

**Supplement to the Gazette No. 38 of the
17th September 2013**

Published by Authority of Government of Puducherry

Price : ₹ 8.00

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
(SURVEY AND SETTLEMENT)

(G.O. Ms. No. 4/2013, dated 10th September 2013)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. F5/4/65-GP, dated the 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the Revenue (Survey and Settlement) Department notification issued in G.O. Ms. No. 1, dated 19th May 2008 and published as the Supplement to the Gazette No. 23, dated 3rd June 2008, in so far as it relates to the Field Assistant is concerned, save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor of Puducherry hereby makes the following rules, regulating the method of recruitment to the Group 'C' post of Field Assistant in the Department of Revenue and Disaster Management (Survey and Settlement) of the Government of Puducherry, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Department of Revenue and Disaster Management (Survey and Settlement), Group 'C' (Field Assistant) Recruitment Rules, 2013.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Application.*— These rules shall apply for recruitment to the posts in the Survey and Land Records Department, specified in column (1) of the said Schedule hereby annexed.

3. *Number of post, its classification and Pay Band and Grade Pay/Pay Scale.*— The number of the said post, its classification and the Pay Band and Grade Pay/Pay Scale attached thereto, shall be as specified in columns (2) to (4) of the said Schedule.

4. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said post, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

5. *Disqualifications.*— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living ; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post :

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

6. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. *Saving.*— Nothing in these rules shall affect the reservations, relaxations in upper age-limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF FIELD ASSISTANT

1. Name of the post	: Field Assistant
2. Number of posts	: 43 (Forty-three) [2013] Subject to variation dependent on work-load.
3. Classification	: General Central Services–Group ‘C’ Non-Gazetted-Non-Ministerial.
4. Pay Band and Grade Pay/Pay Scale	: Pay Band 1, ₹ 5,200-20,200 + Grade Pay ₹ 1,900
5. Whether selection post or non-selection post?	: Not applicable
6. Age-limit for direct recruits	: Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with orders or instructions issued by the Government, provided such Government Servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for the efficient discharge of duties in the post for which selection is made). <i>Note : (1) In case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.</i> <i>Note : (2) In case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.</i>
7. Educational and other qualifications required for direct recruits.	: (i) A pass in S.S.L.C. or its equivalent; and (ii) A pass in Certificate Course in Computer Application or a higher qualification in Computer Application conducted by a Government recognised institution.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	: Not applicable
9. Period of probation, if any	: Two years <i>Note : During the period of probation the departmental tests and training prescribed by the Government shall be passed by the direct recruits.</i>
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	: By direct recruitment <i>Note : (1) Vacancies caused by the incumbents being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officials of Puducherry Administration—</i>

- (a) (i) holding analogous posts on regular basis; or
(ii) with 3 years of regular service in posts in the Pay Band 1, ₹ 5,200-20,200 with Grade Pay ₹ 1,800 ; and
(b) Possessing the qualifications prescribed for direct recruits under column (7).

[Period of deputation including the period of deputation in another *ex-cadre* post held immediately preceding this appointment in the same or some other organisation or departments of the Central/State/Union Territory Governments shall ordinarily not exceed 3 years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years on the closing date of receipt of applications].

Note : (2) For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay/Pay Scale, and where this benefit will extend only for the post or posts for which that Grade Pay/Pay Scale is the normal replacement grade without any upgradation.

Note : (3) The direct recruits shall be imparted practical training and they shall pass a practical test conducted by the department or any agency authorised by the department.

11. In case of recruitment by promotion /deputation/ : Not applicable
absorption, grades from which promotion /
deputation/absorption is to be made.
12. If a Departmental Promotion Committee exists, what : *Group 'C' Departmental Promotion Committee (for*
is its composition? *considering confirmation/promotion)/Recruitment*
Committee):—
- | | |
|---------------------------------------|-------------|
| (1) Secretary to Government (Revenue) | .. Chairman |
| (2) Head of the Department | .. Member |
| (3) Deputy/Under Secretary (Survey) | .. Member |
13. Circumstances in which the Union Public Service : Not applicable
Commission is to be consulted in making recruitment.

(By order of the Lieutenant-Governor)

MANGALATTE DINESH,
Under Secretary to Government (Survey).

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
(SURVEY AND SETTLEMENT)

(G.O. Ms. No. 5/2013, dated 10th September 2013)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. F5/4/65-GP, dated the 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the Revenue (Survey and Settlement) Department notification issued in G.O. Ms. No. 3, dated 18th March 2005 and published as the Supplement to the Gazette No. 15, dated 12th April 2005, in so far as it relates to the Field Surveyor is concerned, save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor of Puducherry hereby makes the following rules, regulating the method of recruitment to the Group 'C' post of Field Surveyor in the Department of Revenue and Disaster Management (Survey and Settlement) of the Government of Puducherry, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry Department of Revenue and Disaster Management (Survey and Settlement), Group 'C' (Field Surveyor) Recruitment Rules, 2013.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Application.*— These rules shall apply for recruitment to the posts in the Survey and Land Records Department specified in column (1) of the said Schedule hereby annexed.

3. *Number of post, its classification and Pay Band and Grade Pay/Pay Scale.*— The number of the said post, its classification and the Pay Band and Grade Pay/Pay Scale attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

4. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said post, age-limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

5. *Disqualifications.*— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living ; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post :

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

6. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

7. *Saving.*— Nothing in these rules shall affect the reservations, relaxations in upper age-limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF FIELD SURVEYOR

1. Name of the post	: Field Surveyor
2. Number of posts	: 46 (Forty-six) [2013] Subject to variation dependent on work-load.
3. Classification	: General Central Services–Group ‘C’ Non-Gazetted-Non-Ministerial.
4. Pay Band and Grade Pay/Pay Scale	: Pay Band 1, ₹ 5,200-20,200 + Grade Pay ₹ 2,400
5. Whether selection or non-selection post?	: Non-selection
6. Age-limit for direct recruits	: Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with orders or instructions issued by the Government, provided such Government Servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for the efficient discharge of duties in the post for which selection is made).
	<i>Note :</i> (1) In case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.
	<i>Note :</i> (2) In case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.
7. Educational and other qualifications required for direct recruits.	(i) S.S.L.C or its equivalent from a recognised Board of Education with National Trade Certificate issued by the National Council for Training in Vocational Trades in the trade of Draughtsman (Civil) (OR) Higher Secondary with general mathematics as one of the subject; and (ii) Minimum qualification of a pass in Certificate Course in Autocad (Civil) conducted by a Government recognised institution.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	Age : No Educational qualification : No, but must have passed at least S.S.L.C. or its equivalent.
9. Period of probation, if any	: Direct recruits : Two years. Promotees : Nil

Note : (1) The direct recruits should pass the departmental tests and training prescribed by the Government within the period of probation.

Note : (2) The promotees should pass the departmental tests and training prescribed by the Government within a period of two years.

10. Method of recruitment, whether by direct recruitment : By promotion, failing which by direct recruitment
or by promotion or by deputation/absorption
and percentage of the vacancies to be filled by
various methods.
11. In case of recruitment by promotion /deputation/ : By promotion from Field Assistant with 8 years of service
absorption, grades from which promotion / rendered in the grade after appointment thereto on a
deputation/absorption is to be made. regular basis. Failing which by Field Assistants with
11 years of combined service in Grade Pay of ₹ 1,800 and
Grade Pay of ₹ 1,900 out of which minimum 4 years of
regular service in the grade of Field Assistant.
- Note :* (1) The requirement of training for promotion is
not applicable to the incumbents holding the feeder post
on regular basis on the date of notification of these rules.
- Note :* (2) Where juniors who have completed their
qualifying/eligibility service are being considered for
promotion, their seniors would also be considered provided
they are not short of the requisite qualifying/eligibility
service by more than half of such qualifying/eligibility
service or two years, whichever is less, and have
successfully completed their probation period for promotion
to the next higher grade along with their juniors who have
already completed such qualifying/eligibility service.
- Note :* (3) For the purpose of computing minimum
qualifying service for promotion, the service rendered on
a regular basis by an officer prior to 1-1-2006 / the date
from which the revised pay structure based on the Sixth
Central Pay Commission recommendations has been
extended, shall be deemed to be service rendered in the
corresponding grade pay/pay scale extended based on the
recommendations of the Commission.
- Note :* (4) The direct recruits shall be imparted practical
training and they shall pass a practical test conducted by
the department or any agency authorised by the department.
12. If a Departmental Promotion Committee exists, what : *Group 'C' Departmental Promotion Committee (for
is its composition? considering promotion/confirmation)/Recruitment
Committee:—*
- (1) Secretary to Government (Revenue) . . . Chairman
(2) Special/Additional Secretary (Revenue) . . . Member
(3) Deputy/Under Secretary (Survey) . . . Member
13. Circumstances in which the Union Public Service : Not applicable
Commission is to be consulted in making recruitment.

(By order of the Lieutenant-Governor)

MANGALATTE DINESH,
Under Secretary to Government (Survey).

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
(SURVEY AND SETTLEMENT)

(G.O. Ms. No. 6/2013, dated 10th September 2013)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. F5/4/65-GP, dated the 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the Revenue (Survey and Settlement) Department notification issued in G.O. Ms. No. 5, dated 3rd June 2003 and published as the Supplement to the Gazette No. 26, dated 1st July 2003, in so far as it relates to the Deputy Surveyor is concerned, save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor of Puducherry hereby makes the following rules, regulating the method of recruitment to the Group 'C' post of Deputy Surveyor in the Department of Revenue and Disaster Management (Survey and Settlement) of the Government of Puducherry, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Department of Revenue and Disaster Management (Survey and Settlement), Group 'C' (Deputy Surveyor) Recruitment Rules, 2013.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Application.*— These rules shall apply for recruitment to the posts in the Survey and Land Records Department specified in column (1) of the said Schedule hereby annexed.

3. *Number of post, its classification and Pay Band and Grade Pay/Pay Scale.*— The number of the said post, its classification and the Pay Band and Grade Pay/Pay Scale attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

4. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said post, age-limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

5. *Disqualifications.*— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living ; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post :

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

6. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

7. *Saving.*— Nothing in these rules shall affect the reservations, relaxations in upper age-limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF DEPUTY SURVEYOR

1. Name of the post	: Deputy Surveyor
2. Number of posts	: 22 (Twenty-two) [2013] Subject to variation dependent on work-load.
3. Classification	: General Central Services–Group ‘C’ Non-Gazetted-Non-Ministerial).
4. Pay Band and Grade Pay/Pay Scale	: Pay Band 1, ₹ 5,200-20,200 + Grade Pay ₹ 2,800
5. Whether selection or non-selection post?	: Non-selection
6. Age-limit for direct recruits	: Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with orders or instructions issued by the Government, provided such Government Servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for the efficient discharge of duties in the post for which selection is made).
	<i>Note :</i> (1) In case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.
	<i>Note :</i> (2) In case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.
7. Educational and other qualifications required for direct recruits.	(i) Diploma in Civil Engineering from a Government recognised institution; and (ii) A pass in Certificate Course in Autocad (Civil) conducted by a Government recognised institution; and also (iii) Minimum qualification of a pass in Certificate Course by a Government recognised institution in Ground Control Points and Digital Survey by Global Positioning System and Electronic Total Station. (Provided if the same was studied as one of the paper/subject in the degree, a separate course certificate is not required. But there shall be entry in the mark sheet in this regard).

8. Whether age and educational qualifications : Age : No
prescribed for direct recruits will apply in the Educational qualification : No, but must have passed
case of promotees? at least S.S.L.C. or its equivalent.
9. Period of probation, if any : Direct recruits : Two years.
Promotees : Nil
Note : (1) The direct recruits should pass the departmental tests and training prescribed by the Government within the period of probation.
Note : (2) The promotees should pass the departmental tests and training prescribed by the Government within a period of two years.
10. Method of recruitment, whether by direct recruitment : By promotion, failing which by direct recruitment
or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.
11. In case of recruitment by promotion /deputation/ : By promotion from Field Surveyor with 5 years
absorption, grades from which promotion / of service rendered in the grade after appointment thereto
deputation/absorption is to be made. on a regular basis and passed the prescribed departmental tests in Deputy Surveyors' test.
Note : (1) The requirement of training for promotion is not applicable to the incumbents holding the feeder post on regular basis on the date of notification of these rules.
Note : (2) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.
Note : (3) For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission.
Note : (4) The direct recruits shall be imparted practical training and they shall pass a practical test conducted by the department or any agency authorised by the department.

12. If a Departmental Promotion Committee exists, what : *Group 'C' Departmental Promotion Committee (for considering promotion/confirmation)/Recruitment Committee*:-

- (1) Secretary to Government (Revenue) . . Chairman
- (2) Special/Additional Secretary (Revenue). . Member
- (3) Deputy/Under Secretary (Survey) . . Member

13. Circumstances in which the Union Public Service : Not applicable
Commission is to be consulted in making recruitment.

(By order of the Lieutenant-Governor)

MANGALATTE DINESH,
Under Secretary to Government (Survey).